



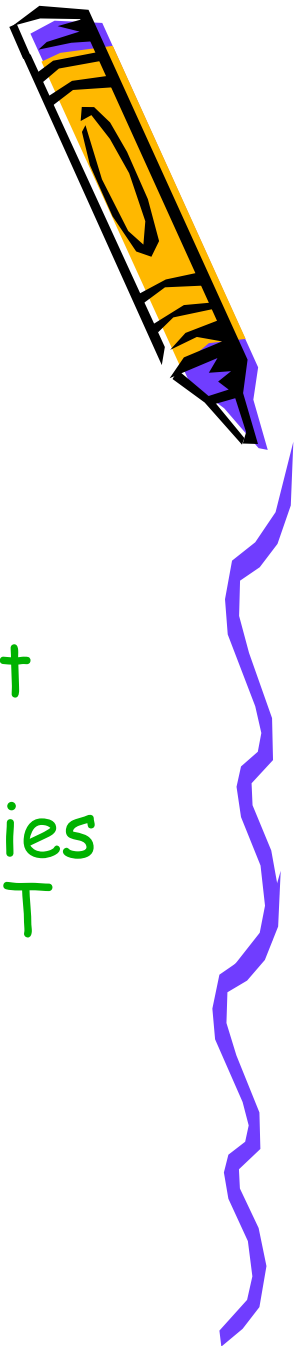
Provider Website

Child Care Subsidy and You

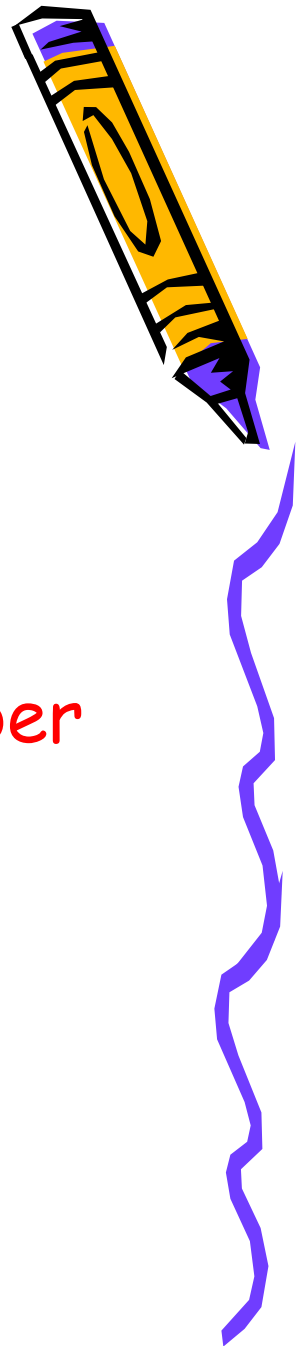


What is the Provider Website?

The Provider Website is a resource that child care providers can access to get general case information on those families receiving State subsidy through the EBT system.



What Information Can I View?

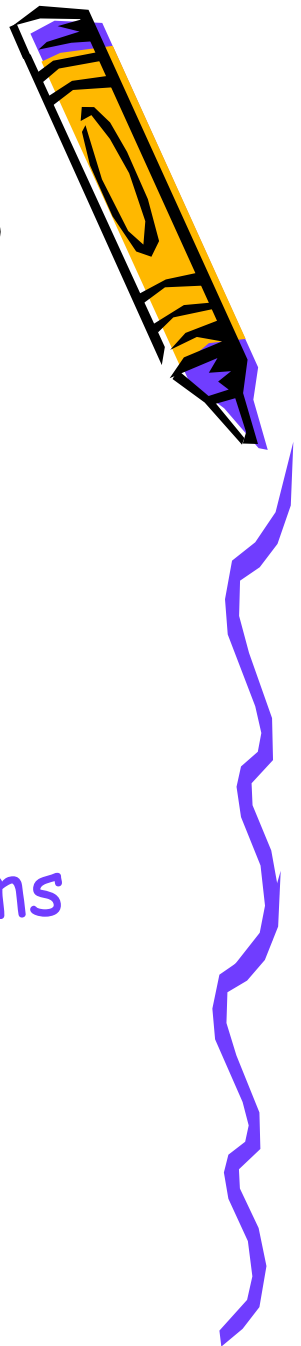


- Monthly subsidy
- Last 12 subsidy issuances since December 2006 that were issued for you
- Next review
- Children receiving subsidy



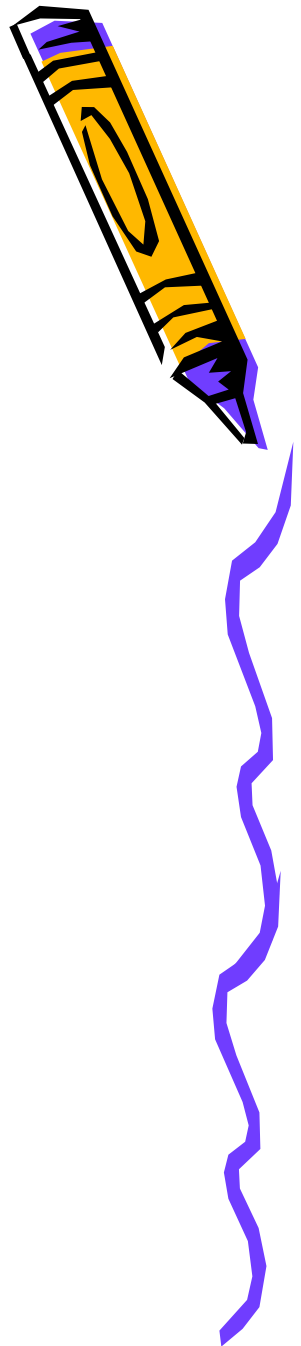
What Information Can't I View?

- Other provider's information
- Reasons for case closure
- Personal information
- Information concerning other programs



Using the Website!

- Login/PIN (First time logging in)
- Username/password (subsequent logins)
- Legal jargon
- Setting up centers/users
- Getting customer information



Logging In:

<http://jobs.utah.gov/jsp/childcareprovider/>

Child Care Providers - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <http://jobs.utah.gov/jsp/childcareprovider/welcome.do;jsessionid=F9CB1A59827188AB93049F28AA194DFC> Go Links

Google G Go 0 blocked ABC Check AutoLink AutoFill Send to Settings

utah.gov Online Services Agency List Business Google Search Utah.gov GO

Department of Workforce Services Utah's Job Connection

for Job Seekers for Employers for Information and Services

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Child Care Providers

Childcare Provider Login

You should have your own User account.

Are you new to this Child Care Providers website? [Register here](#)

If you already have a User account, enter your username and password here:
(Please remember username and password are case sensitive)

Username

Password

Login Reset

[Forgot Password?](#)

First time users need to register by clicking 'Register here'.

If you forgot your password after registering, click here.

This site is best viewed using Internet Explorer (v5.5 +) set for 800x600

Trusted sites

Username/Password:

Child Care Providers - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://beta.jobs.utah.gov/jsp/childcareprovider/registration.do?regflag=1 Go Links >>

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Utah's Job Connection

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Child Care Providers

Registration Form

Your email address will be used as your 'Username' on future logins.

* Required Fields

Email: *

Password: *

Confirm Password: *

First Name: *

Last Name: *

Login Number: *

PIN Number: *

Register Cancel

** If you do not have PIN number required in this form
[Click Here](#)

This site is best viewed using Internet Explorer (v5.5 +) set for 800x600

Done Trusted sites

Legal Jargon:

Child Care Providers - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://beta.jobs.utah.gov/jsp/childcareprovider/login.do

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Child Care Providers

Please accept the following Child Care Providers policy terms and conditions before proceeding.

This site is intended to provide child care providers with information about the amount of child care subsidy authorized by the Department. This information is private and any unauthorized use may result in a provider being disqualified and other sanctions under state law.

If a child care provider removes more child care subsidy funds by way of an electronic benefit transfer (EBT) including the Horizon card and interactive voice response (IVR), than is authorized by the Department, the child care provider will be required to repay those unauthorized funds and may be disqualified from receipt of child care subsidy funds as provided in Department rule R986-700-718.

A disqualified provider is ineligible for child care subsidies or quality awards issued by the Department.

Accept

This site is best viewed using Internet Explorer (v5.5 +) set for 800x600

Done Trusted sites

Adding Centers/Users:

Child Care Providers - Microsoft Internet Explorer

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Address <http://beta.jobs.utah.gov/jsp/childcareprovider/getpolicy.do> Go Links

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Child Care Providers

Provider Home Help **Provider Admin** Logout

Will allow you to add centers or users.

Child Care Provider List

Provider Name	Street1	City	State	Zipcode	License Status
DWS DAYCARE	140 EAST 120 SOUTH	TAYLORSVILLE	UT	84123	ACTIVE

Log Out Change Password

Messages From the Child Care Services

Valentines Don't forget you loved ones

This site is best viewed using Internet Explorer (v5.5 +) set for 800x600

Done Trusted sites

Adding Center/Users cont:

Child Care Providers - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Mail Print Write View Links

Address http://beta.jobs.utah.gov/jsp/childcareprovider/adminsite.do Go Links >>

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Child Care Providers

Provider Home Help Provider Admin Logout

Provider Site Administration

Add Center Add User

No records available

User Name	Center Name	Admin Access	User Active
-----------	-------------	--------------	-------------

This site is best viewed using Internet Explorer (v5.5 +) set for 800x600

Done Trusted sites

Adding a Center:

Child Care Providers - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <http://beta.jobs.utah.gov/jsp/childcareprovider/addcenter.do> Go Links >>

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Provider Home Help Provider Admin Logout

Add a Child Care Provider Center

* All the fields in this form are required.

Login Number:

PIN:

Add Center

** If you do not have PIN number required in this form
[Click Here](#)

This site is best viewed using Internet Explorer (v5.5 +) set for 800x600

Done Trusted sites

Adding a User:

Child Care Providers - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://beta.jobs.utah.gov/jsp/childcareprovider/adduser.do Go Links >>

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Child Care Providers

Provider Home Help Provider Admin Logout

Register a new User Form

* All the fields in this form are required.

Username (email address)

Password

Provider/Admin Rights ☐ Yes ☒ No

First Name

Last Name

Provider Centers

Giving a user admin rights will allow that user the ability to make changes, such as passwords, adding users.

If you wish for the user to only be able to view information and not make changes, mark 'No'.

Click on Center(s) that you wish to give access rights to.

This site is best viewed using Internet Explorer (v5.5 +) set for 800x600

Done Trusted sites

Customer Information:

Child Care Providers - Microsoft Internet Explorer

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Address http://beta.jobs.utah.gov/jsp/childcareprovider/getpolicy.do Go Links

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Provider Home Help Provider Admin Logout

Child Care Provider List

Provider Name	Street1	City	State	Zipcode	License Status
DWS DAYCARE	140 EAST 120 SOUTH	TAYLORSVILLE	UT	84123	ACTIVE

Log Out Change Password

Messages From the Child Care Services

Valentines Don't forget you loved ones

This site is best viewed using Internet Explorer (v5.5 +) set for 800x600

Clicking on Provider's Name will take you to the Parent's List.

Done Trusted sites

Customer Information cont:

The screenshot shows a web browser window displaying the Utah Department of Workforce Services website. The address bar shows the URL: <http://beta.jobs.utah.gov/jsp/childcareprovider/getproviderdetails.do?licid=11896>. The website has a blue header with the Utah.gov logo, navigation tabs for Online Services, Agency List, and Business, and a Google search bar. Below the header, there's a banner for the Department of Workforce Services with the tagline "Utah's Job Connection" and buttons for Job Seekers, Employers, and Information and Services. A left sidebar contains links to About DWS, Appeal, Child Care, Unemployment Insurance, Workforce Information, and Veterans. The main content area is titled "Child Care Providers" and includes tabs for Provider Home, Parent List, Help, and Logout. Under the Parent List tab, there's a section for "DWS DAYCARE" with search fields for "Search By Last Name:" and "Search By Case Number:", a "Search" button, and a "Monthly Detail" link. Below this is a table titled "Child Care Parent's Details List" with columns for Case Number, Last Name, First Name, and Review Month. A callout line points from the "Monthly Detail" link to the text "Month by month detailed list of parents."

Address: <http://beta.jobs.utah.gov/jsp/childcareprovider/getproviderdetails.do?licid=11896>

utah.gov Online Services Agency List Business Google Search Utah.gov GO

Department of Workforce Services
Utah's Job Connection

for Job Seekers for Employers for Information and Services

Child Care Providers

Provider Home Parent List Help Logout

DWS DAYCARE

Search By Last Name: Search By Case Number:

Search Monthly Detail

Child Care Parent's Details List

Case Number	Last Name	First Name	Review Month
	LABRUM	A	January 2007
	TANIELU	A	May 2007
	HARARAH	A	May 2007
	HAWKINS	A	May 2007
	PETERLIK	A	July 2007
	BRUMFIELD	A	March 2007
	ROYBAL	B	February 2007
	EAST	B	February 2007
	MAYO	B	February 2007
	LARKIN	B	March 2007
	FULLER	B	January 2007
	THORPE	B	February 2007
	VOGELE	C	May 2007

Month by month detailed list of parents.

Done Trusted sites

Customer Information Cont.

Child Care Providers - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://beta.jobs.utah.gov/jsp/childcareprovider/getallclientbenefits.do Go Links

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Provider Home Parent List Help Logout

Child Care Providers - Entire Month Subsidy Page

February 2007

Child Care Parent's Details List

Case Number	Last Name	First Name	Review Month	EBT Benefit Amount
	ALLEN		February 2007	\$341
	ASIRE		April 2007	\$1080
	BROCK		February 2007	\$725
	CARSON		April 2007	\$598
	DEBOER		July 2007	\$669
	ERRIGO		February 2007	\$157
	JOZWICKI		March 2007	\$426
	MEDINA		April 2007	\$965
	MEJIA		February 2007	\$345
	MUELLER		February 2007	\$374
	MURDOCK		March 2007	\$223
	SPRINGER		April 2007	\$603
	THOMPSON		May 2007	\$402
	WELCH		April 2007	\$748

Click on a heading and it will place columns in numerical or alphabetical order.

Customer Information cont:

Address: <http://beta.jobs.utah.gov/jsp/childcareprovider/getproviderdetails.do?licid=11896>

utah.gov Online Services Agency List Business

Department of Workforce Services
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Child Care Providers

Provider Home Parent List Help Logout

DWS DAYCARE

Search By Last Name: Search By Case Number:

Search Monthly Detail

Child Care Parent's Details List

Case Number	Last Name	First Name	Review Month
	LABRUM	A	January 2007
	TANIELU	A	May 2007
	HARARAH	A	May 2007
	HAWKINS	A	May 2007
	PETERLIK	A	July 2007
	BRUMFIELD	A	March 2007
	ROYBAL	B	February 2007
	EAST	B	February 2007
	MAYO	B	February 2007
	LARKIN	B	March 2007
	FULLER	B	January 2007
	THORPE	B	February 2007
	VOGELE	C	May 2007

Done Trusted sites

You can search by either the last name or case number if you do not want to scroll through the list of parents.

If you click on the actual case number of the parent, it will send you to the same webpage as if searching by last name or case number.

Customer Information cont:

Child Care Providers - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://beta.jobs.utah.gov/jsp/childcareprovider/getbenefits.do?casenumber=421928

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You can scroll through the months.

Provider Home Parent List Help Logout

Child Care Providers - Family Subsidy Page
January 2007

Parent's Name: A LABRUM
Case Number:
EBT Benefit Amount: \$1236
Review Month Due: January 2007
Children: Devin, Alyssa, Maggy

Will only show the total amount for the household. Any amount above this that you charge is the responsibility of the parent.

This amount is what you can remove, if you provided child care services during the month.

* Please Note: If you remove more child care subsidy than stated above for the given month, you will be responsible to pay the Department of Workforce Services back and may be disqualified as an approved provider for state subsidized child care.

This site is best viewed using Internet Explorer (v5.5 +) set for 800x600

Trusted sites

This webpage does not keep track of what has been removed and what is remaining in the EBT account. It is up to you to keep track of what has been paid.

Notify case worker if you are watching more or less kids than posted. If the child is not on the list, we are not paying child care for them!!

What If?

- **I can't Login**
 - Make sure your login and password are correct.
 - Wait 15 minutes to see if the system is down.
 - If still unable to login, email us.
- **I can't pull up a parent's information**
 - If the parent's information is not showing up on the website, then the parent has not been approved to receive payment for that month. Talk with the parent or the case worker for more information.
- **I remove more benefits than posted**
 - Email the Office of Child Care to determine action to be taken.
- **We change owners or move**
 - Notify Bureau of Child Care Licensing.
 - Notify Provider Helpline to update EBT information.



Questions/Concerns:

Child Care Providers - Microsoft Internet Explorer

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Address <http://beta.jobs.utah.gov/jsp/childcareprovider/helppage.do> Go Links >>

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for Job Seekers for Employers for Information and Services

Child Care Providers

Provider Home Help Provider Admin Logout

Use the form below to submit questions to our staff.
A response should be emailed back to you within 1 business day

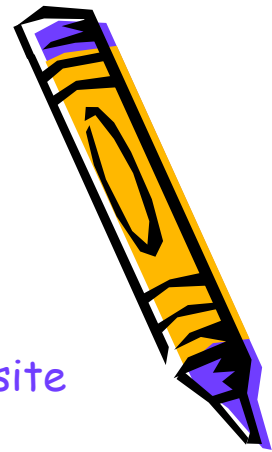
Write Us!

Subject	<input type="text"/>
Question	<input type="text"/>
<input type="button" value="Submit"/>	

This site is best viewed using Internet Explorer (v5.5 +) set for 800x600

Done Trusted sites

A Change in Rule!



- **Unauthorized removal of benefits**

- Removing more child care benefits than posted on Provider Website for you
- Removing benefits for a month when NO child care services were provided

- **Overpayments**

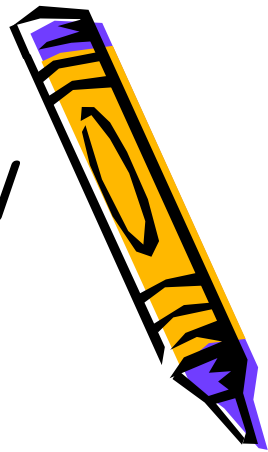
- Any unauthorized removal of benefits will be paid back
- Two or more unauthorized removal of benefits will result in a provider being removed (sanctioned) as an approved provider for receiving state subsidized funds

- **Sanctions**

- First sanction is 1 year
- Second sanction is 2 years
- Third sanction is a lifetime ban



Changes in the Provider Helpline!



- New email address

dwschildcaresubsidy@utah.gov

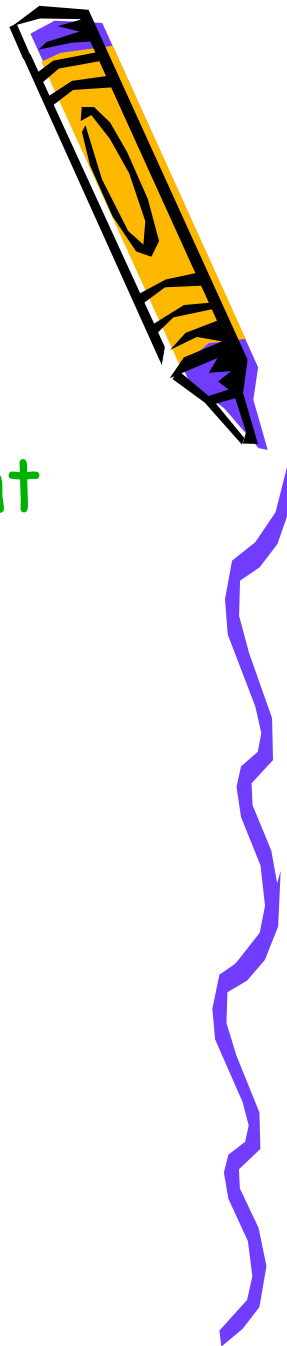
- Change in availability and functions
 - Only available Monday, Wednesday, and Fridays
 - EBT questions only, all other questions are to be emailed



Future Enhancements!

(Fall of 2007)

- Electronic 980 to be completed and sent through the Provider Website
- Application date
- Case Status: Closed, Denied, Pending



Thanks!!

